

**Painter (T)**

**Painter**

**Office Service Clerk**

**Computer Systems Analyst (T)**

**Computer Systems Analyst**

**Program Management Assistant (T)**

**Program Management Assistant**

**Medical Officer (T)**

**Medical Officer**

**Program Management Assistant (TCAS)**

**Human Resources Associate**

FSN#2010/10 (T)

**Painter**

**OPEN TO:** All Interested Candidates

**POSITION:** Painter, FSN-4; FP-AA, Trainee

**OPENING DATE:** March 5, 2010

**CLOSING DATE:** March 18, 2010

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform full journeyman level in painting trade including duties involved in coating, painting, finishing and refurbishing all exposed surface of buildings, structures and furniture of various government held properties.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of high school (Mathayom 6) or equivalent; (2) One year’s direct experience in painting work as a fully qualified journeyman; (3) Level II (Limited Knowledge) speaking/reading/writing English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments; (5) Ability to drive and possess a valid Thai driver’s license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: Recruitment  
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand  
E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
Fax: 02-205-4928

**PLEASE ATTACH A COPY OF TRANSCRIPT AND THAI DRIVER’S LICENSE.**

DO NOT ATTACH PHOTO

**CLOSING DATE FOR THE POSITION: MARCH 18, 2010**

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FSN#2010/10

**Painter**

**OPEN TO:** All Interested Candidates

**POSITION:** Painter, FSN-5; FP-9

**OPENING DATE:** March 5, 2010

**CLOSING DATE:** March 18, 2010

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform full journeyman level in painting trade including duties involved in coating, painting, finishing and refurbishing all exposed surface of buildings, structures and furniture of various government held properties.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of high school (Mathayom 6) or equivalent; (2) Two years' direct experience in painting work as a fully qualified journeyman; (3) Level II (Limited Knowledge) speaking/reading/writing English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments; (5) Ability to drive and possess a valid Thai driver's license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: MARCH 18, 2010**

.....

FSN#2010/23

**Office Service Clerk**

**OPEN TO:** All Interested Candidates

**POSITION:** Office Service Clerk, FSN-5; FP-9

**OPENING DATE:** March 5, 2010

**CLOSING DATE:** March 18, 2010

**WORK HOURS:** Full-time; 44 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Office Service Clerk in its Department of Homeland Security/Immigration and Customs Enforcement office, located at Sindhorn Building 12<sup>th</sup> FL Tower 2, 130-132 Wireless Road Bangkok, Thailand

**BASIC FUNCTION OF POSITION:**

Drives head of agency and VIP visitors. Transports official documents. Maintains official vehicles, surveillance equipment, computer system and office equipment. Surveillance equipment custodian and alternate evidence custodian.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of secondary school is required; (2) At least two years driving experience with at least one year clerical experience; (3) Level II (Limited Knowledge) speaking/reading/reading/writing English and Thai; (4) Ability to know the local area and what areas to avoid to expeditiously reach a destination in a timely fashion and must exercise judgement on the most appropriate and expeditious travel routes to accomplish mission; (5) Possession of a valid Thai drivers license is required; (6) Must be able to interpret the policies governing use and maintenance of investigative equipment, must be able to analyze problems with equipment and determine best method of repair and at times will perform the repair or seek the appropriate vendor for the repair.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: MARCH 18, 2010**

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FSN#2010/24 (T)

**Computer Systems Analyst**

**OPEN TO:** All Interested Candidates

**POSITION:** Computer Systems Analyst, FSN-9; FP-5 (Step 1 thru 4), Trainee

**OPENING DATE:** March 5, 2010

**CLOSING DATE:** March 18, 2010

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): US\$ 42,948 per annum (minimum starting salary)  
(Position Grade: FP-5 (Step 1 thru 4) to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 640,463 per annum (minimum starting salary)  
(Position Grade: FSN-9)

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Systems Analyst in its Systems, Development & Maintenance Division, and Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Under the general supervision of the Systems and Programming Division Chief at the Global Financial Service (GFS) in Bangkok, the incumbent serves as a Computer Systems Analyst charged with supporting the Chief Financial Officer (CFO) by ensuring that internal control systems are established and used by Posts and other Federal agencies, and by ensuring, through these systems, that all necessary and appropriate efforts are carried out to deter fraud, waste, and abuse of Government resources

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in computer science, information technology, or related field; (2) Three years of progressively responsible experience in computer system, database administrator, or accounting systems development and maintenance; (3) Level III (Good working knowledge) speaking/reading/writing in English and Thai; (4) Must possess a knowledge of the theory, concepts and practices of accounting and computing; (5)

Must be able to accurately analyze computing processes and identify practices and procedures which require correction or modification.

**SALARY RANGE:**

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: MARCH 18, 2010**

.....  
FSN#2010/24

**Computer Systems Analyst**

**OPEN TO:** All Interested Candidates

**POSITION:** Computer Systems Analyst, FSN-10; FP-5 (Step 5 thru 14)

**OPENING DATE:** March 5, 2010

**CLOSING DATE:** March 18, 2010

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): US\$ 48,338 per annum (minimum starting salary)  
(Position Grade: FP-5 (Step 5 thru 14) to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 760,852 per annum (minimum starting salary)  
(Position Grade: FSN-10)

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Systems Analyst in its Systems, Development & Maintenance Division, and Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Under the general supervision of the Systems and Programming Division Chief at the Global Financial Service (GFS) in Bangkok, the incumbent serves as a Computer Systems Analyst charged with supporting the Chief Financial Officer (CFO) by ensuring that internal control systems are established and used by Posts and other Federal agencies, and by ensuring, through these systems, that all necessary and appropriate efforts are carried out to deter fraud, waste, and abuse of Government resources

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in computer science, information technology, or related field; (2) Four years of progressively responsible experience in computer system, database administrator, or accounting systems development and maintenance; (3) Level III (Good working knowledge) speaking/reading/writing in English and Thai; (4) Must possess a knowledge of the theory, concepts and practices of accounting and computing; (5) Must be able to accurately analyze computing processes and identify practices and procedures which require correction or modification.

**SALARY RANGE:**

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: MARCH 18, 2010**

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FSN#2010/25 (T)

**Program Management Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Program Management Assistant (PMA), FSN-7; FP-7, Trainee

**OPENING DATE:** March 12, 2010

**CLOSING DATE:** March 25, 2010

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Management Assistant (PMA) in the International Emerging Infections Program (IEIP), U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

**BASIC FUNCTION OF POSITION:**

Serve as the principal and expert assistant to Deputy Director of the International Emerging Infections Program (IEIP) who is responsible for overall operations, administration, finance and management of IEIP staff. Duties included management of the program by performing program management and administrative support duties, planning and execution of various management and administrative reporting functions of CDC's complex portfolio.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOH's) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) A Bachelor's degree in Business Administration, Management, Medical Technology, Health Sciences, Social Sciences, Liberal Arts or management-related field of study is required; (2) Three years of full-time experience in administrative or program management support activities; (3) Level IV (Fluent) in speaking/ reading/ writing/ understanding English and Thai; (4) Able to use software package including word processing, spreadsheets, e-mails, and database etc.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFM's) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.



*Note: It is the Mission policy that hiring offices are encouraged to fill vacant positions from within if a qualified employee in the mission applies. However, hiring offices are not required to select an applicant from within the mission.*

**SUBMIT APPLICATION TO:**

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**CLOSING DATE FOR THE POSITION: MARCH 25, 2010**

FSN#2010/25

**Program Management Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Program Management Assistant (PMA), FSN-8; FP-6

**OPENING DATE:** March 12, 2010

**CLOSING DATE:** March 25, 2010

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Management Assistant (PMA) in the International Emerging Infections Program (IEIP), U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

**BASIC FUNCTION OF POSITION:**

Serve as the principal and expert assistant to Deputy Director of the International Emerging Infections Program (IEIP) who is responsible for overall operations, administration, finance and management of IEIP staff. Duties included management of the program by performing program management and administrative support duties, planning and execution of various management and administrative reporting functions of CDC's complex portfolio.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post

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(1) A Bachelor's degree in Business Administration, Management, Medical Technology, Health Sciences, Social Sciences, Liberal Arts or management-related field of study is required; (2) Four years of full-time experience in administrative or program management support activities; (3) Level IV (Fluent) in speaking/ reading/ writing/ understanding English and Thai; (4) Able to use software package including word processing, spreadsheets, e-mails, and database etc.

#### **SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

*Note: It is the Mission policy that hiring offices are encouraged to fill vacant positions from within if a qualified employee in the mission applies. However, hiring offices are not required to select an applicant from within the mission.*

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**CLOSING DATE FOR THE POSITION: MARCH 25, 2010**

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FSN#2010/26 (T)

#### **Medical Officer**

**OPEN TO:** All interested Candidates

**POSITION:** Medical Officer, FSN-10; FP-5 (Step 5 thru 14)

**OPENING DATE:** March 12, 2010

**CLOSING DATE:** April 8, 2010

**WORK HOURS:** Full-time; 40 hrs/week

#### **SALARY:**

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)

Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Officer in its U.S. Centers for Disease Control and Prevention (CDC) Office.

**BASIC FUNCTION OF POSITION:**

Serve as a Medical Scientist and investigator for HIV/AIDS projects implemented by CDC, responsible for the oversight and management of specifically assigned programs on HIV/AIDS and related infections conducted by CDC in collaboration with the Ministry of Public Health (MOPH), the Bangkok Metropolitan Administration (BMA), non-governmental organizations (NGOs and/or universities in Thailand. Responsible for technical assistance plans and activities in other countries in the region, defines goals, formulates plan, negotiates, designs, organizes, implements, and coordinates activities of various programs and studies.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) M.D. Degree is required; (2) Licensed to practice medicine in Thailand require with medical specialty board certification in either Preventive Medicine, Internal Medicine, General Medicine, Pediatrics or with sub-specialty in Infectious Disease; (3) Four years of progressively responsible work experience in clinical or public health practice; (4) Level IV (fluent) speaking/reading/writing English and Thai; (5) Through knowledge of the principles and practices of epidemiologic, biomedical, or related scientific research.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: APRIL 8, 2010**

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FSN#2010/26

**Medical Officer**

**OPEN TO:** All interested Candidates

**POSITION:** Medical Officer, FSN-11; FP-4

**OPENING DATE:** March 12, 2010

**CLOSING DATE:** April 8, 2010

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-4

Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Officer in its U.S. Centers for Disease Control and Prevention (CDC) Office.

**BASIC FUNCTION OF POSITION:**

Serve as a Medical Scientist and investigator for HIV/AIDS projects implemented by CDC, responsible for the oversight and management of specifically assigned programs on HIV/AIDS and related infections conducted by CDC in collaboration with the Ministry of Public Health (MOPH), the Bangkok Metropolitan Administration (BMA), non-governmental organizations (NGOs and/or universities in Thailand. Responsible for technical assistance plans and activities in other countries in the region, defines goals, formulates plan, negotiates, designs, organizes, implements, and coordinates activities of various programs and studies.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) M.D. Degree is required; (2) Licensed to practice medicine in Thailand require with medical specialty board certification in either Preventive Medicine, Internal Medicine, General Medicine, Pediatrics or with sub-specialty in Infectious Disease; (3) Five years of progressively responsible work experience in clinical or public health practice; (4) Level IV (fluent) speaking/reading/writing English and Thai; (5) Through knowledge of the principles and practices of epidemiologic, biomedical, or related scientific research.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: APRIL 8, 2010**

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FSN#2010/27

**Program Management Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Program Management Assistant, FSN-8; FP-6

**OPENING DATE:** March 12, 2010

**CLOSING DATE:** March 25, 2010

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Management Assistant in its Transnational Crime Affairs Section (TCAS) located at GPF Building, Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

The incumbent will assist the TCAS Director in designing, planning, and implementing, and documenting capacity-building education and training programs for Royal Thai Government and other Thai and regional interlocutors, as part of a program intended to bolster and improve the criminal justice system in Thailand. This will also include attention to preparatory documents as well as all the administrative details necessary to managing a successful training event.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Law, Law Enforcement, Public Administration, Science, Humanities, Social Sciences, Management, Business Administration or related field; (2) Three-year experiences in international diplomatic, business community or dealing with some aspect of criminal justice system; (3) Must have broad knowledge of

the workings of the Thai police, prosecutors, and judiciary and understand the basic concepts being imparted to Thai interlocutors in training events; (4) Level IV (Fluent) speaking/reading/writing in English and Thai; (5) Knowledge of office computers, Microsoft Office, MS Word, Excel and the Internet.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: MARCH 25, 2010**

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FSN#2010/29

**Human Resources Associate**

*This is a temporary position with when-actually-employed work schedule, not to exceed 350 work hours.*

**OPEN TO:** All Interested Candidates

**POSITION:** Human Resources Associate, FSN-6; FP-8

**OPENING DATE:** March 12, 2010

**CLOSING DATE:** March 25, 2010

**WORK HOURS:** When-actually-employed (WAE), NTE 350 work hours

**SALARY:**

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Associate in its Human Resources Office, located at 120-122 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Performs a variety of personnel clerical duties in connected with the examination and processing of personnel actions and in maintenance of position control records and personnel files for LE Staff.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in Arts or Social Science; (2) At least one month’s experience in human resources administration, secretarial support, and/of office management; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Good typing skills both Thai and English; (5) Good computer skills; (6) Good organizational and communications skills.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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